

**SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL**

SERIES: 200. Governance and Policy
SECTION: 201. Board Policy Approval and Review
POLICY: 201.1. Policy Development, Approval, and Review
EFFECTIVE: May 20, 2021

A. PURPOSE

1. The purpose of this policy is to define the processes by which the Board of Technical Education shall develop, approve, and review Board policies.

B. DEFINITIONS

1. Board Policy:
 - 1.1. Board policies are adopted, modified, or repealed solely at the discretion of the Board of Technical Education and do not require approval by any entity other than the Board of Technical Education.
 - 1.2. Policies operate under and within the grants of authority issued by statute and, where appropriate, in concert with an administrative rule.
 - 1.3. Policies are subordinate to administrative rules, statutes, and constitutional provisions.

C. POLICY

1. The Board of Technical Education may adopt Board policies to govern its processes and employees.
2. All adopted policies shall be binding on the Board of Technical Education, Board staff, and a technical college after approval.
3. After adoption, policies may only be changed by formal approval by the Board policy development process.
4. The Board of Technical Education shall abide by the following process for Board policy development.
 - 4.1. Policy Recommendation:
 - 4.1.1. Any person can make a policy recommendation to the Board of Technical Education or Board staff, whether a Board member, Board staff, technical college employee, stakeholder, or member of the public.
 - 4.2. Policy Development:
 - 4.2.1. Board staff may draft a proposed policy that meets the goal(s) of the policy request or recommendation for consideration. Such drafting and

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development by Board staff will take place, where appropriate, in consultation with the person who made the request or recommendation.

4.3. Policy Consideration:

- 4.3.1. A proposed policy shall be assigned by the executive director to one of the standing committees of the Board of Technical Education for consideration and modification. The standing committee may recommend approval of the proposed policy to the full Board of Technical Education or reject the proposed policy.

4.4. Policy Approval:

- 4.4.1. If the proposed policy is recommended by the standing committee to which it was assigned, it shall be shared with the local governing boards, made publicly available, and listed on the agenda for consideration by the Board of Technical Education at a public meeting. If a proposed policy receives approval by the Board of Technical Education, such policy shall be formally adopted.

5. All adopted policies shall be publicly accessible.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

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SDCL REFERENCE: [13-39A-14](#)
ARSD REFERENCE: None
HISTORY: Adopted May 20, 2021.